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# AY 2008/2009 SEC meeting minutes: 09 Feb 04

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**FACULTY SENATE EXECUTIVE COMMITTEE MEETING  
MINUTES**

February 4, 2009

Present: Michael Barber, Elizabeth Bird, Ellis Blanton, Laurence Branch, Kenneth Cissna, Emanuel Donchin, Grandon Gill, Susan Greenbaum, Michael LeVan, Steve Permuth, Christine Probes, Arthur Shapiro, Paul Terry

Provost

Office: Tapas Das, Dwayne Smith, Graham Tobin, Linda Whiteford, Ralph Wilcox

Guest: Bob Batchelor

**CALL TO ORDER AND APPROVAL OF MINUTES**

President Branch called the meeting to order at 3:00 p.m. The Minutes from the meeting of January 7, 2009, were approved as presented.

**REPORT FROM PROVOST RALPH WILCOX**

Before proceeding with his scheduled topics, Provost Wilcox reported the following:

- He, along with President Genshaft, spent the previous week in Washington working with the legislation delegation focusing on the federal economic stimulus package which has been approved by the House. USF is prepared with its list of priorities.
  - The Board of Governors (BOG) approved USF's proposal for a four-year doctoral pharmacy degree program (PharmD) which will be offered through USF Health. Final approval on the three Ph.D. programs (government, history and sociology) was also given.
  - Florida is anticipating a 5 billion dollar deficit. USF has been asked to prepare an impact statement on a 10 percent budget reduction which would be another 35 million dollars out of base budget. In addition, lottery dollar reduction is projected to be at 20 to 30 percent which would have a devastating effect across the entire State University System.
- a. Continued Discussion on Administrative Structure/Appointments

To aid in his continued discussion on this topic, Provost Wilcox distributed the following handouts: Institutional Growth, AY 2000/01 through AY 2008/09 – Selected Measures; Selected USF and USF System Responsibilities of the Provost's Office which included the work plan for his office for the spring semester, and organizational leadership charts of peer universities for comparison purposes. He explained that Academic Affairs (AA) assumes responsibilities for the USF system and, in most cases, is not being funded for doing so because the university does not have a separately funded system office. He

added that there is no centralized pool of funds but AA is subsidizing. The organizational leadership charts were provided in order to give a sense of the administrative structure as it currently stands in AA at USF in terms of roles, size, and reporting structure and how it compares to peer universities.

The Strategic Plan has been the guide the Provost has used in shaping the appropriate level of academic administrative support. He pointed out that one of the significant shortcomings identified in the past at USF has been the lack of focus on its strategic priorities such as community engagement and global activities. A new position has been added in the Provost Office over the past year to focus on these two priorities with the addition of sustainability. Provost Wilcox commented that he hopes the Senate will be able to see in transparent form that this structure is beginning to align with the priorities of the Strategic Plan.

Although the system responsibilities continue to grow, there are not adequate resources to support it. The Provost's Office administrative staff oversees all the strategic growth and progress, oversees all tenure and promotion recommendations as well as enrollment planning and management, international affairs, community engagement, sustainability, as well as labor issues with faculty, staff and students. All these are funded out of the Provost's Office and not out of a central, system-wide pool of funds. Basically, that office is subsidizing operations for the whole USF system. This is something that will be carefully looked at by the Budget Planning Committee.

The Provost hopes that the Senate will support his efforts to ensure that there is equitable investment in supporting system-wide needs from each of the funding units rather than the Provost's Office continuing to provide the funding. A major concern of the Provost has to do with the quality and timeliness of service and support that his office provides for the colleges, deans, departments and department chairs. The question is "Are more resources shifted into administration (if so, where from) to enhance that quality of service and support or keep things as they are?"

At this time, President Branch raised the issue of differential growth between faculty and FTE students. The Provost responded that the administration is looking to address the issue this year and continue to build the foundation of tenure and tenure-earning faculty on the Tampa campus. He anticipates that this will be addressed in the budget advisory committee meetings.

During discussions, the topic of fiscal autonomy of budgets on regional campuses was mentioned. In response, the Provost suggested that regional representatives should be invited to attend one of its meetings to answer questions from the SEC. President Branch asked that perhaps the Provost would also consider addressing regional campus accountability at a future meeting.

In the interest of time, the topic of administrative appointments will be covered during the next SEC meeting.

b. Graduate School Consultant's Report, Fall 2008

Provost Wilcox asked that this topic be deferred until the next SEC meeting to allow time for discussion. He did distribute a copy of the report containing his edits. The SEC agreed to postpone the discussion.

At this time, Provost Wilcox presented to President Branch three signed copies of the MOU Concerning Principles, Guidelines, and Procedures for Major Organizational Restructuring of Academic Units at the University of South Florida.

## **REPORTS BY OFFICERS AND COUNCIL CHAIRS**

a. College of Nursing Senate Nomination – Laurence Branch

On behalf of Secretary Barnett, President Branch presented the nomination of Dr. Cheryl Zambroski from the College of Nursing to fill a vacancy created with the retirement of Senator Joan Gregory. The appointment will be effective until the end of the 2009 academic year. A motion was made and seconded to accept Dr. Zambroski's nomination. The motion was unanimously passed.

b. Honorary Degree Recommendations – Bob Batchelor

As Chair of the Honors and Awards Council, Mr. Batchelor presented the following Honorary Degree recommendations for review and consideration: Ms. Michelle Bachelet for a Doctor of Humanities and Mr. Robert Butterworth for a Doctor of Humane Letters. The candidates were discussed separately. A motion was made and seconded to accept the recommendation of Ms. Bachelet for an Honorary Degree of a Doctor of Humanities. The motion was unanimously passed. A motion was made and seconded to accept the recommendation of Mr. Butterworth for an Honorary Degree of a Doctor of Humane Letters. The motion was unanimously passed. HAC Chair Batchelor will present both candidates to the full Senate at its February meeting.

Senator-at-Large Elizabeth Bird commented that the honorary degree process is complicated, especially the request for the number of external letters. She would like to have the HAC review the procedures and try to simply/clarify them so that prominent people are not asked to provide so many letters. In addition, President Branch recommended the information on all of the awards should be easier to locate. HAC Chair Batchelor will share these comments with the members of the Council.

At this time, Vice President Permuth commented that the knowledge obtained by the SEC through the exchange between the administration and the Senate is highly positive and is very informative for the body corporate of the Senate. To this end, he asked whether the SEC and the Provost would not consider perhaps meeting more than once a month to continue the dynamics of dialogue. That is, he proposed another meeting to continue the talk about the economic status of the university, its impact on the university and regional campus accountability in a setting in which there would be a full two hours for discussion. The Provost responded that the occasional

lunches scheduled during which President Genshaft will also be present seemed to him to be a more appropriate time for conversations related to philosophical, organizational consideration. If that time does not suffice, he added that his office was very much amiable to extending the conversations to the extent that everyone's calendars allow.

## **OLD BUSINESS**

### **a. Administrative Assessments - Paul Terry**

Committee on Faculty Issues (CFI) Chair Terry announced that the instruments are done and will be loaded into Blackboard and sent to the SEC and a few CFI members to review. The project, which is ahead of schedule, will be conducted in March. There will be a cover letter from both President Branch and Vice President Permut to faculty with instructions to complete the assessments. CFI Chair Terry acknowledged the assistance of Mr. Andrew Hannah, Technology & Systems Manager, USF System - Information Technology, in setting up the assessments on Blackboard. He also thanked Provost Wilcox and Vice President of USF Health Stephen Klasko for recognizing that these assessments are seen as professional development instruments.

## **NEW BUSINESS**

### **a. Biology MOU – Larry Branch**

President Branch presented as an information item the MOU finalizing the Split between IB and CMM in the Life Sciences, dated January 30, 2009. It finalizes the division of the department of Biology into two freestanding departments within the School of Natural Sciences and Mathematics, College of Arts and Sciences. The terms, as outlined in the MOU, are effective immediately. Senator-at-Large Bird recommended that in the future something of this nature should come under the Faculty Senate to be reviewed.

### **b. Post Doctoral Fellows – New Benefits Package – Graham Tobin**

Associate Vice President Graham Tobin presented the newly developed benefits package for postdoctoral fellows and their dependents. This is the result of recommendations from a task force co-chaired by Dr. Michael Barber, Past President of the Faculty Senate and Dr. Dwayne Smith, Senior Vice Provost. The new program will be effective July 1, 2009. Current postdoctoral fellows on faculty or staff lines will be grandfathered. All new hires and/or current postdoctoral fellows appointed as OPS will qualify for the new program. Having such a policy is seen as advantageous by making USF more competitive.

### **c. Pilot Initiative in Humanities/Social Sciences – Graham Tobin**

A pilot program for increasing postdoctoral fellows in humanities has been initiated. The Provost's Office has funded three positions from unrestricted funds and the Office of Research and Innovation has funded two positions. Candidates are being interviewed on campus. If the pilot program is successful, a request will be made to keep it going.

- d. Phi Beta Kappa Application for Shelter at USF – Graham Tobin

In the interest of time, this topic was postponed until the March meeting.

**REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT LARRY BRANCH**

President Branch reported on the following items:

1. The SEC received an invitation to interview the two candidates for the position of Assistant Vice President for Institutional Effectiveness. In response to Dr. Branch's request, CFI Chair Terry volunteered to attend the interview of Dr. Stephen RiCharde on Thursday, February 2<sup>nd</sup>. CEPI Chair Donchin will attend the interview of Dr. Simone Tu scheduled for Friday, February 6<sup>th</sup>.
2. Provost Wilcox was complimented for implementing the USF System Annual Strategic Budget Planning Process. As information on the process becomes available, it will be disseminated.
3. The USF Inter-Campus Faculty Council (IFC) consisting of Faculty Senate and Faculty Council Presidents from the four campuses met at the Sarasota-Manatee Campus on Friday, January 30, 2009. Copies of the minutes were distributed to the SEC. The IFC asked if it could request the Provost to reconsider where to go for either ICAR or regional campus structural issues. It seems very few people know what the system and the structure are, and the IFC felt it might be time to reconsider what the relationship should be of the components within this system. A request was made of the Provost to consider this and to get back with the SEC as to how to proceed. The Provost reminded the SEC that the ICAR document was still in effect and has not been superceded.

There being no further business, the meeting was adjourned at 5:07 p.m.

**ADDENDUM**  
**Outstanding Items**  
**Senate Executive Committee Meeting**  
**February 4, 2009**

1. Committee on Faculty Issues, along with CEPI Chair Donchin, to re-examine Emeritus policy (09/03/08 SEC meeting).
3. Formal procedures for creating a logo (09/03/08 SEC meeting).
4. E-mail to be forwarded to SEC from President Branch regarding student evaluations of faculty available on-line (09/03/08 SEC meeting).
5. Role of adjuncts at a research university to be pursued by CEPI (10/01/08 SEC meeting).
6. Status of graduate teaching awards from Graduate Council (10/01/08 SEC meeting).
7. Future discussion of the structure and ownership of the committees that report to the Faculty Senate (01/07/09 SEC meeting).
8. Additional meetings with Provost Wilcox (02/04/09 SEC meeting).
9. Pilot test of administrative assessments (02/04/09 SEC meeting).
10. Report from Provost Wilcox on regional campus accountability (02/04/09 SEC meeting).

**ADDENDUM  
COMPLETED ITEMS**

Investigation by CEPI why the Patel Charter School was transferred back to the Hillsborough County School District (10/29/08; 12/03/08 SEC meetings; FS Meeting 01/21/09)

Honorary Degree recommendations presented to Faculty Senate (02/18/09)